



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4983842  
Dated/दिनांक : 27-05-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-06-2024 20:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-06-2024 20:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Export Inspection Council Of India (eic)
Office Name/कार्यालय का नाम	Export Inspection Council,3rd Floor ,ndymca Cultural Centre Building,1 Jai Singh Road,new Delhi -110001
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	15 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण****Evaluation Method/मूल्यांकन पद्धति**

Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता

No

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता

No

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन

Yes

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of

quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Number of Years of firm/company's existence as per ICAI certificate:**7 years

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**7 Years with 5 numbers of Government Organization Audit

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**5 or more and out of which 3 Partner are FCA

**Number of XX fulltime CA's required and YY professional audit staff:**One Chartered Accountant and One semi qualified person/article assistant

**Financial Audit Services - Review Of Financial Statements, Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with law & regulations , Bank Transactions , Review system & processes
Type of Industries/Functions	Government organization
Frequency of Progress Report	Annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annual
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Kushal Kumar	110023,2nd Floor, B- Plate, Block-I Commercial Complex, East Kidwai Nagar, New Delhi - 110023.	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

**3. Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

**4. Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

**5. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**6. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**7. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

**8. Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

#### 9. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

## **EXPORT INSPECTION COUNCIL**

### **PROFILE OF THE ORGANIZATION**

Name of the Organization	Export Inspection Council
Address	2 <sup>nd</sup> Floor, B-Plate, Block -1, Commercial Complex, Kidwai Nagar, East, New Delhi – 110023.
Type of Establishment	Government Office
Contact Detail/email ID	011-20815386, 87 & 88/ eic@eicindia.gov.in

The Export Council of India is established under The Export (Quality Control & Inspection) Act, 1963 (henceforth called the Act) Section 3 of the said act deals with the same. It was created in order to ensure the sound development of export trade of India through quality control and for matters connected thereof. Section 3 & 5 of the said Act deals with creation of Council & its functions and Section 7 of the said Act deals with the creation of the Export Inspection Agencies established by the Ministry of Commerce for the purpose of implementing the various measures and policies formulated by the Export Inspection Council.

Export inspection Council intends to engage a Chartered Accountants Firm for Internal Audit of Export Inspection Council for financial year 2023-24.

### **OBJECTIVES OF INTERNAL AUDIT**

The main objective of internal audit for the Financial Year 2023-24 is to seek a professional opinion on overall internal control, shortcomings noticed in the existing system and suggestion for improvement in the same. Other objectives of the internal audit are to ensure proper documentation, control and compliance required to be done are fulfilled at every level in the organization.

### **SCOPE OF WORK**

- Audit of financial transactions during the financial year 2023-24.
- Internal Audit will be conducted in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
- Internal Auditor will ensure correct accounting heads and supporting documents required, if any, after verification of accounting vouchers and entries in the books of accounts books of accounts like Cash Book, Bank Book, Journals, Expenditure and Revenue Ledgers etc.
- Physical verification of FDRs held giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc.
- Verification of Monthly Pay Bills, Pay Bill (Salary) Register of officials as well as pension bills and pension registers of retired employees.
- Provident Fund dues of employees like GPF, CPF, NPS and other dues as applicable and status report
- Statutory dues Goods & Services Tax, TDS etc.

## **ELIGIBILITY CRITERIA**

1. Experience: 7 years or more with minimum 5 numbers of Government Originations Audit.
2. Partner : 5 or more and out of 3 Partner FCA
3. Turnover : Average 50 Lakh or more in last three years
4. Empanelment : C&AG Empanelment
5. The registered office of CA Firm shall be located in Delhi.

## **THE QUOTE SHALL CONSIST OF THESE DOCUMENTS**

- A. A copy of registration certificate and formation certificate of the firm issued by the ICAI / ICAI duly certified by the managing partner / proprietor of the firm.
- B. List of partners / Sole proprietor / Employees of the firms with registration no. and membership No. with concerned institute.
- C. List of FCA /FCMA, ACA /ACMA, Semi qualified employees and other employees also to be provided.
- D. Copy of firm's PAN, GST Registration No. including copies of previous three years Income tax returns to be provided duly certified by the managing partner / proprietor of the firm.
- E. Details of major audit experience/ assignments of last three year with Government Organizations especially in areas of Internal audit,
- F. Details of legal, court and arbitration case against the firm, pending, if any to be given.

## **BROAD TERMS AND CONDITIONS OF THE CONTRACT**

The terms and conditions of the contract shall prevail and shall be binding on the CA Firm and any change or variation expressed or impressed howsoever made shall be inoperative unless expressly approved by Export Inspection Council. The firm shall be deemed to have fully informed itself and to have specific knowledge of the provisions of Terms and Conditions of the contract mentioned hereunder: -

- 1. DEPLOYMENT OF MINIMUM STAFF:** One Chartered Accountant and One semi qualified person/Article Assistant.
- 2. COMMENCEMENT OF WORK:** The commencement of the work shall start after issue of work order to the selected CA Firm and shall be completed within fifteen days.
- 3. PAYMENT:** 100% payment shall be released after satisfactory completion of the work on submission of bill.

- 4. TAXES AND DUTIES:** Income Tax/ TDS will be deducted from payment as per Income Tax Rules.
- 5. DISPUTE:** In case of any dispute, the decision of Export Inspection Council shall be final.
- 6. VALIDITY OF QUOTE:** The quote shall be valid for 90 days from the date of quote.
- 7. TERMINATION OF ENGAGEMENTS:** The Export Inspection Council reserve the right to terminate the contract without assigning any reasons whatsoever. Decision of the Export Inspection Council shall be final and no dispute whatsoever shall be entertained.